



**Executive Committee Board Meeting
Tuesday May 14, 2019**

Present

Jim Sugarman
Col. Jose Thomas-Richards

Phone

Barbara Pembamoto
Barbara Fretwell
Lesley Vestrich

Staff

Kim Clawson
Sonja Honkala

Absent

Faith Myer (excused)

Guest

Mike Dyer

Welcome and Call to Order — Jim Sugarman began the meeting at 8:34 a.m. and shared that Elayne Forge and Ted Peroulakis resigned from the board. We will forward to each of them letters of resignation acceptance and a thank you for their time on the board. Jim acknowledged Barbara Pembamoto's aunt passing and for safe travels to Baltimore. Also, congratulations extended to Mike Dyer as his daughter is getting married this coming weekend.

Acceptance of Minutes— Jim Sugarman accepted the following minutes:

- EC Meeting April 9, 2019
- ADRC Emergency BOD Meeting May 3, 2019
- ADRC Emergency BOD Meeting May 7, 2019

Chair's Report – Jim shared the following items.

- *Search and Selection Committee* –The committee is screening 10 individuals using skype today and tomorrow. Once they have their 4 to 6 candidates they will then have face to face interviews. Jim mentioned that there is one promising candidate from Hawaii and we have many other talented people who have a very strong background in aging and thanked everyone involved in the process.
- *Procurement Request* – As of this time our agency is in the clear for this request. The procurement was to verify if our agency was using a group that is mandated that we contact as per our agreement with DoEA for when we are acquiring materials, supplies, cleaning along with other services. We have not been doing this but will be going forward.
- *SHINE Outreach* – Asking all board members if they would please volunteer / assist for the Roger Dean Stadium event. We will forward the sign-up sheet to everyone.
- *Our Call with Secretary Prudom* – Jim and Mike along with Senator Gayle Harrell had a conference call with Secretary Prudom on Monday. Conversation went fairly well and Secretary Prudom is looking forward to attending our BOD and AC meeting on May 28th. While no commitment from Secretary Prudom on being able to help with our financial

situation the call was very supportive. Mike shared that we are definitely moving forward and it is likely that the State Inspector General will be involved, possibly doing an audit. We hope to hear more before May 28th.

The Audit, Our Financial Picture and Next Steps – Mike shared the following:

- *Audit* - The consensus resulted that Daszkal, Bolton Accountants & Advisors will be doing our audit. Mike spoke with Henry Martin yesterday and he communicated that with the uniqueness of our agency they may not be able to complete the audit until the end of July. Jim, Mike and Mr. Martin will be meeting via conference call to discuss the details. Mike shared that our current state of affairs at the agency is not good and we are at \$800,000 negative net assets.
- *Landlord* – Jim and Mike are working on a response to the information the landlord requested and as of right now the rent payments have been timely and the cost will remain the same.
- *Budget* – Mike is working on getting the ADRC interim budget ready which is due around August or September.

Contract Item – None

SMMLTC Update – Kim Clawson shared the following updates for the Helpline:

- *Layoffs* - The helpline had to lay off several staff, 2 Information & Referral and 2 Medicaid staff and not fill any vacancies. The Helpline now consists of 28 and 5 employees with SHINE. DoEA had a finding last year with attrition and now with less staff this is a big concern. Kim shared that her leadership team has been working on creative ideas and solutions to counteract the impact of the layoffs.
- *F4A* – Kim will be attending the quarterly face to face F4A meeting in Tallahassee and Secretary Prudom will be present. Jim mentioned that it's important for us to have a presence at statewide meetings.
- *WellMed Crisis* – Kim shared that we have 6 new cases and how this program has been very impactful and successful. We do not know about the future funding for this program.

Colonel Jose Thomas-Richards asked about discretionary funds which Jim responded to indicating that we do not have these funds. Jim also mentioned that Secretary Prudom recommended that we seek other resources and try to diversify our portfolio by fundraising for our agency. Jim is hopeful that our new CEO will hopefully begin doing more substantial fund raising.

Communications/Events/Charitable Giving – Jim reminded everyone about Prime Time is on May 23rd.

Old Business – None

New Business

Board Secretary Position – Jim spoke about the need to fill the Board's secretary position.

With our resignation of our Board secretary and as our Bylaws do not cover the issue of resignation of officers, Jim asked for a motion to allow him to appoint a person to serve as the Board's Secretary Member. **MOTION: Motion to accept the resignation of Elayne Forgie and remove her from the board as presented (Vestrich/Fretwell). Motion carried unanimously.**

Jim will appoint someone for the Secretary position at our next meeting.

Board Comments – None

Public Comments – None

Quorum – was met

Meeting adjourned at 9:02 a.m.

James Sugarman, Board Chair